



**Project Management Unit (PMU) Recruitment for the Green Climate Fund – Tonga Readiness Programme: *Enabling Private Sector Access to Climate Finance to Strengthen Climate Resilience Development in Tonga.***

**Advertisement Description**

Applications are hereby invited to apply for the posts of **National Project Coordinator, Senior Policy & Planning Officer, Climate Change Project Development Specialist, Senior Communications Officer, IT & Knowledge Management Specialist, Finance & Administrative Assistant and Procurement & Accreditation Assistant** for the *Green Climate Fund – Tonga Readiness Programme: Enabling Private Sector Access to Climate Finance to Strengthen Climate Resilience Development in Tonga* Project Management Unit (PMU) under the Tonga Chamber of Commerce & Industry (TCCI) in collaboration with the Tonga Development Bank (TDB) and coordination with the Department of Climate Change - Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (DCC-MEIDECC).

All applications must be submitted to the attention of: **The Secretary, Tonga Chamber of Commerce & Industry Inc., Ground Floor Ports Authority Building, Vuna Rd. Ma'ufanga, P.O. Box 1704 Nuku'alofa** and labeled **"PMU for the GCF – Tonga Private Sector Readiness Programme"** no later than **4.30pm, Friday, 4<sup>th</sup> June 2021.**

Applicants are required to submit their applications with their **"Curriculum Vitae"** and relevant documents such as **certificates, transcripts, and testimonials.**

[For any queries, please contact: **Sam Vea at 7706520** or [samintonga@yahoo.co.nz](mailto:samintonga@yahoo.co.nz)]

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The Private Sector Readiness Programme entitled *Enabling Private Sector Access to Climate Finance to Strengthen Climate Resilience Development in Tonga* is funded under the Green Climate Fund's (GCF) Readiness and Preparatory Support Programme. This Fund was established as a financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC) to support climate actions in developing countries such as Tonga that are extremely vulnerable due to geographic location and socio-economic status. Thus, these countries need considerable financing resources to facilitate mitigation solutions and adequate adaptation strategies to climate change and its adverse impacts.

Accessing and management of GCF funding and resources are still major capacity gaps for developing countries; the Readiness and Preparatory Support Programme – known simply as the Readiness Programme – of the GCF was therefore established to maximize the effectiveness of this fund by first building the capacities of national governments and/or non-governmental institutions in vulnerable countries to increase accessibility and effective management of climate financing via strategic frame-working and programming at the country level.

This Readiness Programme was initiated by the Tonga Chamber of Commerce and Industry (TCCI) in close cooperation with the Department of Climate Change – Tonga's GCF National Designated Authority (NDA) supporting office – under MEIDECC, with the aim to support the enabling of private sector participation in the pursuit of Tonga's long-term Joint National Action Plan 2 (JNAP2) on Climate Change and Disaster Risk Management and national climate finance goals. The activities of this Readiness Programme will support the Government of Tonga (GoT) in advancing its GCF Country Programme to address climate change impacts by leveraging private sector expertise and resources as well as develop strong public-private partnerships by building on existing capacities and enhancing institutions already in place at national, sectorial and community levels as well as the outer islands.

The main focus of this Readiness Programme will be:

- 1) Strengthening private sector engagement with the GCF through knowledge and capacity building;
- 2) Crowding-in private sector investment for climate actions; and
- 3) Building the capacity within the private sector to develop GCF concept notes/funding proposals.

A Project Management Unit (PMU) will be established and responsible with carrying day-to-day implementation of the Readiness Programme activities. The PMU will consist of seven (7) full-time staff, including a National Project Coordinator, Senior Policy and Planning Officer, Climate Change Project Development Specialist, Senior Communications Officer, IT/Knowledge Management Specialist, Finance & Administrative Assistant and a Procurement Officer.

#### **Post 1 – NATIONAL PROJECT COORDINATOR (NPC)**

##### **I. Scope of Work**

The National Project Coordinator (NPC) will manage the project on a day-to-day basis and is accountable to the executing entity (TCCI) for the planning, management, quality control, timeliness and effective implementation of the Readiness Programme activities. This officer will also ensure regular monitoring, evaluation and reporting of activities to the NDA Office (Department of Climate Change, MEIDECC) and the Delivery Partner (TDB).

The NPC will be located at the Tonga Chamber of Commerce & Industry (TCCI) and he/she will report directly to **TCCI's Project Overseer**.

##### **II. Duties and Responsibilities**

- Prepare annual work plan and oversee overall implementation of activities by the PMU to ensure compliance and timely implementation;
- Ensure effective communication and adequate information flow with all relevant authorities and institutions including government line ministries/departments, NGOs and private sector organizations in close collaboration with the NDA Office (Department of Climate Change, MEIDECC);
- Conduct workshops and training to strengthen capacities and increase knowledge of Climate Change Committees, Technical Advisory Teams and all relevant stakeholders to build awareness of the progress as well as issues related to activities, including presenting of any technical/policy briefing documents;
- Responsible for presenting of quarterly narrative and financial reports to TDB for regular monitoring, evaluation and reporting of activities to the NDA Office and the GCF Secretariat;
- Lead dialogue of private sector on updating current/future projects seeking funding from GCF and other related climate financing donors;
- Assume overall responsibility for the proper handling of logistics for all events;
- Oversee overall resource allocation and where relevant, submit requests for budget revisions for GCF approval depending on outstanding activities that require additional support under the grant;
- Undertake any other responsibilities related to the Readiness Programme as requested by the NDA Office and the GCF Secretariat;
- Responsible for managing and monitoring any project risks and submit reports if needed for consideration and decision on possible actions;
- Assist TDB in preparing Interim and Completion Reports for submission to GCF Secretariat;
- Assume any other duties as determined by the CEO for TCCI and NDA Office, MEIDECC.

##### **III. Qualification and Skills**

- Must have a degree from a recognized tertiary institute – Master's with minimum of 3 years OR Bachelor's with minimum of 5 years technical and managerial work experience at senior level, preferably in climate change or resilience development and/or any relevant fields
- Good experience working with donors and development partners on issues in Tonga and the Pacific region
- Good knowledge/skills and experience in developing project concepts and proposals
- Good knowledge of the United Nations Framework Convention on Climate Change (UNFCCC), the Paris Agreement, the Tonga Joint National Action Plan 2 (JNAP2) on Climate Change and Disaster Risk Management, Climate Change Policy, the Tonga Nationally Determined Contributions (NDCs) and GCF Country Programme
- Demonstrated ability in managing projects and in liaising/cooperating with project stakeholders, including government officials, scientific institutions, NGOs and private sector organizations
- Familiarity with international organizations such as the UN operations and development programs

- Good experience in Government and/or in interdepartmental processes and procedures
- Familiarity with international negotiations and processes under the UNFCCC
- Fluent written and oral communication in both Tongan and English
- Strong communications and interpersonal skills
- Excellent computer knowledge (MS Office, Internet)
- Must be of Tongan citizenship

**Salary (per annum):** TOP\$30,240 (equiv. to GoT Civil Service Band I scale)

**Duration:** 18 months

## **Post 2 – SENIOR POLICY & PLANNING OFFICER (SPPO)**

### **I. Scope of Work**

The Senior Policy & Planning Officer (SPPO) will be responsible for providing specific legal or policy and advisory support to the NPC and TCCI to ensure effective implementation of the Readiness Programme. He/she will also ensure alignment of all private sector identified climate change-related priorities to the JNAP2, National Climate Change Policy, Tonga NDCs, and GCF Tonga Country Programme, including the NDA's established No Objection Procedure.

The SPPO will be located at the Tonga Chamber of Commerce & Industry (TCCI) and will report directly to the NPC.

### **II. Duties and Responsibilities**

- Provide legal or policy advisory support for the effective implementation of the Readiness Programme;
- Align all activities to the JNAP2, National Climate Change Policy, Tonga NDCs and review project pipeline in GCF Tonga Country Programme;
- Assist the NPC with the enforcement of the NDA No Objection Procedure to ensure consistency of climate financing from GCF and other related donors with private sector climate-related priorities;
- Assist the NPC with implementing of the GCF Country Programme in close cooperation with the Tonga NDA Readiness Unit under the Department of Climate Change using GCF guidelines;
- Assist the NPC in conducting training/workshops with relevant stakeholders and the Tonga NDA Readiness Unit in conducting an annual participatory review of the GCF Country Programme;
- Assume any other duties as determined by the NPC and CEO for TCCI.

### **III. Qualifications and Skills**

- Must have a degree from a recognized tertiary institute – Bachelor's in Law, Environmental Management or Climate Change Policy with minimum of 3 years working experience, preferably in the area of climate change or resilience development and/or any related fields
- Good knowledge of the United Nations Framework Convention on Climate Change (UNFCCC), the Paris Agreement, the Tonga Joint National Action Plan 2 (JNAP2) on Climate Change and Disaster Risk Management, Climate Change Policy, the Tonga Nationally Determined Contributions (NDCs) and GCF Country Programme
- Demonstrated ability to provide accurate legal/policy and advisory support
- Demonstrated ability to manage and build a good working relationship with staff and project stakeholders;
- Experience in Government and/or in interdepartmental processes and procedures;
- Fluency in both English and Tongan with proficiency in written and oral communication
- Computer literate, strong time-management, organizational and inter-personal skills;
- Must be of Tongan citizenship

**Salary (per annum):** TOP\$23,520 (equiv. to GoT Civil Service Band K scale)

**Duration:** 18 months

### **Post 3 – CLIMATE CHANGE PROJECT DEVELOPMENT SPECIALIST (CCPDS)**

#### **I. Scope of Work**

The Climate Change Project Development Specialist (CCPDS) will be required to assist the PMU and NDA Office, MEIDECC in developing quality project concept notes and proposals to be submitted to GCF and other donors/development partners for consideration and approval.

The CCPDS will be located at the Tonga Chamber of Commerce & Industry (TCCI) office and will report directly to the NPC.

#### **II. Duties and Responsibilities**

- Assist the NPC in organizing internal and stakeholder meetings to confirm climate change mitigation and adaptation priorities for the private sector;
- Assist consultants and experts with drafting of project concept notes (CNs) and proposals using the templates provided by GCF and any other relevant donors;
- Ensure alignment of private sector project ideas to GCF investment criteria and/or other donors;
- Assist PMU and NDA office in responding to feedback received from GCF Secretariat and other donors on any submitted project CNs and proposals;
- Assist NPC in preparing a donor registry for TCCI as basis of information for submission of quality climate change project CNs and proposals;
- Assume any other duties as determined by the NPC and CEO for TCCI.

#### **III. Qualification and Skills**

- Must have a degree from a recognized tertiary institute – Master's in Climate Change or Environmental Science OR Bachelor's in a relevant field with minimum of 5 years working experience
- Good knowledge of the United Nations Framework Convention on Climate Change (UNFCCC), the Paris Agreement, the Tonga Joint National Action Plan 2 (JNAP2) on Climate Change and Disaster Risk Management, Climate Change Policy, the Tonga Nationally Determined Contributions (NDCs) and GCF Country Programme
- Demonstrated ability to develop and prepare all relevant information for formulation of project concept notes/proposals seeking donor funding
- Demonstrated ability to manage and build a good working relationship with staff and all relevant project stakeholders
- Experience in Government and in interdepartmental processes and procedures
- Fluency in both English and Tongan with proficiency in written and oral communication
- Computer literate; strong time-management, organizational and inter-personal skills

**Salary (per annum):** TOP\$23,520 (equiv. to GoT Civil Service Band K scale)

**Duration:** 18 months

### **Post 4 – SENIOR COMMUNICATIONS OFFICER (SCO)**

#### **I. Scope of Work**

The Senior Communications Officer (SCO) will be required to assist the PMU with coordinating and conducting of all awareness activities for this Readiness Programme. He/she will also be responsible for facilitating communication with and disseminating all relevant information to national stakeholders.

This SCO will be located at the Tonga Chamber of Commerce & Industry (TCCI) office and will report directly to the NPC.

#### **II. Roles and Responsibilities**

- Assist PMU in conducting all awareness activities of the Readiness Programme and GCF private sector funding facility for national stakeholders including via radio and television;
- Prepare press releases of all stakeholder trainings and workshops, and quarterly newsletters for dissemination to all relevant stakeholders;
- Work closely with IT & KMS in dissemination of all information and data to relevant

stakeholders via TCCI website/portal;

- Develop awareness materials including factsheets, training manuals, short-documentary videos, etc. (both in English and Tongan);
- Document good practices and lessons learnt and share with all relevant stakeholders;
- Assist IT & KMS with regularly updating of TCCI database;
- Assume any other duties as determined by the NPC and CEO for TCCI.

### **III. Qualification and Skills**

- Must have a degree from a recognized tertiary institute – Bachelor’s in Communication, Journalism, English or related field with minimum of 3 years working experience
- Demonstrated understanding of climate change in Tonga and related issues
- Experience in organizing and facilitating trainings, workshops and meetings, logistics (procedures), as well as preparation of documentation before and after trainings, workshops & meetings
- Experience in Government and in interdepartmental processes and procedures
- Fluency in both English and Tongan and proficiency in written and oral communication
- Computer literate, strong time-management, organizational and inter-personal skills
- Must be of Tongan citizenship

**Salary (per annum):** TOP\$23,520 (equiv. to GoT Civil Service Band K scale)

**Duration:** 18 months

## **Post 5 – IT & KNOWLEDGE MANAGEMENT SPECIALIST (IT & KMS)**

### **I. Scope of Work**

The IT & Knowledge Management Specialist (IT & KMS) will be responsible for assisting the PMU and Tonga Chamber of Commerce & Industry (TCCI) in developing/upgrading and managing the organizational website/portal and database. He/she will be located at the TCCI office and will report directly to the NPC.

### **II. Roles and Responsibilities**

- Assist the SCO in collating all informational materials including awareness and training resources related to the Readiness Programme;
- Responsible for uploading all informational materials onto TCCI website/portal for access by stakeholders and updating/upgrading organization database;
- Assist PMU in designing online awareness materials including brochures, posters, short-documentary videos, etc.
- Assume any other duties as determined by the NPC and CEO for TCCI.

### **III. Qualification and Skills**

- Must have a degree from a recognized tertiary institute – Master’s with minimum of 3 years or Bachelor’s with minimum of 5 years working experience in IT, Knowledge Management, Communications or related field;
- Experience in designing awareness materials and managing online resources e.g. website/portal and database;
- Fluency in both English and Tongan and proficiency in written and oral communication;
- Excellent computer skills, strong-time management, organizational and inter-personal skills.

**Salary (per annum):** TOP\$23,520 (equiv. to GoT Band K scale)

**Duration:** 18 months

## **Post 6 – FINANCE & ADMINISTRATIVE ASSISTANT (FAA)**

### **I. Scope of Work**

The Finance & Administrative Assistant (FAA) will conduct secretarial and administrative tasks including preparation of documentation, providing financial assistance and reporting.

The FAA will be located at the Tonga Chamber of Commerce & Industry (TCCI) office and will report directly to the National Project Coordinator (NPC).

### **II. Duties and Responsibilities**

- Assist the NPC with preparation and organization of logistics for all meetings, training/workshops, as well as other related events for the Readiness Programme;
- Carry out monthly financial reconciliation with the Procurement & Accreditation Assistant (PAA) at Tonga Development Bank (TDB) and prepare reports including up-to-date asset registry;
- Assist the NPC in the preparation of interim and completion reports to the GCF;
- Organize and manage a comprehensive and robust hard copy and e-copy archive filing system;
- Assist the Senior Communications Officer (SCO) with communication between TCCI and stakeholders;
- Assume any other duties as determined by the NPC and CEO for TCCI.

### **III. Qualification and Skills**

- Must have a degree from a recognized tertiary institute – Bachelor's in Accounting, Finance, Administration/Management or related field with minimum of 3 years working experience
- Demonstrated ability to perform financial reporting and administrative functions;
- Ability to operate standard office equipment and familiarity with principles of accounting and office practice is essential;
- Demonstrated ability to manage and build good working relationships with staff and project stakeholders;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tongan with proficiency in written and oral communication;
- Computer literate, strong time-management, organizational and inter-personal skills;
- Must be of Tongan citizenship.

**Salary:** TOP\$19,490 (equiv. to GoT Civil Service Band L scale)

**Duration:** 18 months

### **Post 7 – PROCUREMENT & ACCREDITATION ASSISTANT (PAA)**

#### **I. Scope of Work**

The Procurement & Accreditation Assistant (PAA) shall conduct financial-related tasks, including secretarial and administrative assistance, and preparing all relevant documentation and reporting for the Tonga Development Bank (TDB) in its role as Delivery Partner of this Readiness Programme.

The PAA will be located at the Tonga Development Bank (TDB) Head Office and will report directly to the Executive Assistant (EA) of the Chief Executive Officer (CEO) for TDB.

#### **II. Duties and Responsibilities**

- Responsible for managing project finance and overall resource allocation for the Readiness Programme funds in conjunction with the TDB Management and in accordance with the Grant Agreement;
- Regularly update asset registry and prepare robust hard copy/e-copy of archive filing system for the Readiness Programme resources;
- Assist in enforcing TDB's Procurement Policy and perform duties according to policy procedures;
- Responsible for managing inventories and maintaining accurate pricing quotations and purchase orders;
- Conduct in-house trainings on TDB's role as Delivery Partner and understanding of GCF requirements for successfully completing accreditation application;
- Responsible for preparing and organizing logistics for all in-house meetings, training/workshops as well as other related events for the Readiness Programme;
- Assist EA in the preparation of narrative reports to the CEO for TDB and NDA Office, MEIDECC on the status of TDB's accreditation process;
- Carry out monthly financial reconciliation with the Financial Administrative Assistant (FAA) at Tonga Chamber of Commerce & Industry (TCCI) and assist in the preparation of interim and completion reports to the GCF;
- Assume any other duties as determined by the EA and CEO for TDB.

#### **III. Qualification and Skills**

- Must have a degree from a recognized tertiary institute – Bachelor's in Finance, Business Management, Project Management, Accounting or related field with a minimum of 3 years working experience
- Experience related to Climate Finance is desirable

- Good understanding of climate change in Tonga and related issues to community development
- Computer literate with good analytical skills
- Able to handle stressful conditions, seek innovative solutions and strategies for solving problems
- Strong presentation skills and reporting (written and oral)
- Strong time management, organizational and inter-personal skills
- Must be a Tongan citizen

**Salary (per annum):** TOP\$23,520 (equiv. to GoT Civil Service Band K scale)

**Duration:** 18 months